

Volunteer Surf Kayak Club



Constitution

This constitution is to be adopted by **The Volunteers Surf Kayak Club**.

1 Name

The club will be called ***The Volunteers Surf Kayak Club*** (hereinafter referred to as "the Club") and will be affiliated to the *Scottish Canoe Association*.

2 Aims & Objects

The aims and objectives of the club will be:

- To be a non-profit making organization dedicated to the development of all aspects of surf kayaking
- To offer coaching, recreational and competitive opportunities in paddlesports
- To promote the club and the sport within the local community
- To ensure a duty of care to all members of the club
- To promote and maintain high standards of technical competence and safety in the sport
- To provide equal opportunities for successful participation by all sections of the community
- To ensure that all present and future members receive fair and equal treatment
- To distribute information and maintain contact with the SCA / BCU
- Arrange, where possible for qualified instructors to give instruction
- Promote knowledge of training courses and other such, Regional, National and Military activities
- Create opportunities for training `adults' to learn responsibility and leadership techniques in canoeing, particularly those who are working towards recognised BCU approved certificates and / or are responsible for taking groups of people canoeing
- Provide an indoor programme of lectures, demonstrations, talks, films, slide shows etc, and advice on training
- Maintain the interests of canoeists regarding various aspects of access to local waters
- Distribute information and maintain contact with the SCA/BCU
- Promote and arrange assessment leading to recognised awards in conjunction with the appropriate bodies
- To apply the policies of the SCA with regard to the protection of children and vulnerable adults

3 Attaining Objects

The Club shall be empowered to do all things necessary which are incidental to and necessary to the attainment of the Club.

4 Property of the Club

- 4.1 The Club must apply all property and income to the Club towards the promotion of the objects or purposes of the Club. No part of that property or income to be paid or otherwise distributed, directly or indirectly, to members of the Club, except in good faith in the promotion of those objects or purposes.
- 4.2 No portion of the income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus, honoraria or otherwise howsoever by way of profit to the members.

5 Powers of the Club

- 5.1 To acquire, hold, deal with, and dispose of any real or personal property.
- 5.2 To open and operate bank accounts.
- 5.3 To invest its money:
 - 5.3.1 in any security in which trust moneys may be invested; or
 - 5.3.2 in any other manner authorised by the rules of the Club.
- 5.4 To borrow money upon such terms and conditions as the Club thinks fit.
- 5.5 To give such security for the discharge of liabilities incurred by the Club as the Club thinks fit.
- 5.6 To appoint agents and employees to transact any business of the Club on its behalf for reward or otherwise.
- 5.7 Accept donations and gifts in accordance with the objects of the Club.
- 5.8 Print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the Club.
- 5.9 Provide gifts and prizes in accordance with the objects of the Club.



- 5.10 Organise social events for Members and the promotion of the Club.
- 5.11 To enter into any other contract the Club considers necessary or desirable.

6 Membership

Membership should consist of officers and members of the club.

- 6.1 Membership shall be open to any person who wishes to further the interests of the Club. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion.
- 6.2 Any person seeking membership shall make application to the Management Committee, and the Management Committee shall determine whether the application is successful or not.
- 6.3 Each person admitted to membership shall be:
 - 6.3.1 bound by the Constitution and By-laws of the Club
 - 6.3.2 deemed to accept these regulations and codes of conduct that the club has adopted.
 - 6.3.3 come liable for such fees and subscriptions as may be fixed by the Club; and
 - 6.3.4 entitled to all advantages and privileges of membership.
- 6.4 Membership Categories
Members will be enrolled in one of the following categories:
 - 6.4.1 **Ordinary Member** – any person who is a financial member of the Club is entitled to hold any office and enjoy the privileges of the Club;
 - 6.4.2 **Junior Member** – any person under the age of 18 years may become a Junior Member. Junior Members shall have no voting rights nor be entitled to hold any office.
- 6.5 The Management Committee shall appoint a member of the Management Committee to maintain an up to date register of members of the Club.
- 6.6 A member may at any reasonable time inspect the records or documents of the Club.
- 6.7 All members will receive a copy of the relevant Code of Conduct, a copy of the Club's Child Protection Policy and a copy of the Constitution (*where applicable*).

7 Subscriptions

Membership fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting. Fees will be paid by different categories as and when they are due.

8 Suspension, Refusal or Termination of Membership

The management committee shall be entitled to:

- 8.1 Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.
- 8.2 For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.
- 8.3 Any reason for refusal or termination must be communicated in writing to the individual and can be appealed to a body other than the committee/ individuals making the original decision e.g disciplinary committee or AGM
- 8.4 Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.



8.5 Any member under suspension shall be barred from taking part in any match or event under the control of the club.

8.6 Notification of the termination of a membership will be forwarded to the Governing Body.

9 Management Committee

9.1 Management of the Club shall be vested in the Management Committee elected by the members of the Annual General Meeting and consisting of:

- 9.1.1 President;
- 9.1.2 Secretary;
- 9.1.3 Treasurer;
- 9.1.4 3 Committee Members; and
- 9.1.5 Affiliated persons or Team delegates.

9.2 No person shall hold more than one position on the Management Committee at any one time.

9.3 A person shall cease to be a member of the Management Committee at the conclusion of the Annual General Meeting which follows his/her election and will be eligible for re-election.

9.4 A Management Committee member can serve a maximum of two years consecutively in any committee post.

9.5 A quorum of the Management Committee shall be half of its members plus one.

9.6 If the president is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.

9.7 A member of the management committee may lose his or her seat on the committee for either of the following;

- 9.5.1 absence from three or more meetings without leave of absence; or
- 9.5.2 found not to be a financial member.

10 Powers of the Management Committee

10.1 The Management Committee shall carry out the day-to-running of the Club and shall have the power to:

- 10.1.1 administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account;
- 10.1.2 fix the manner in which such banking accounts shall be operated upon, providing the Management Committee passes all payments;
- 10.1.3 fix fees and subscriptions payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof;
- 10.1.4 adjudicate on all matters brought before it which in any way affect the Club;
- 10.1.5 cause Minutes to be made of all proceedings of the meetings of the Committee and General Meetings of members;
- 10.1.6 adopt, amend and/or rescind policy, codes of conduct and rules that affect the organisation of the club.
- 10.1.7 have the power to form and appoint sub committee/s and /or advisers as required for specific purposes;
- 10.1.8 may at their discretion employ a person or persons to carry out certain duties required by the Club, at salaries or remunerations for such period of time, as may be deemed necessary;
- 10.1.9 should a vacancy occur on the Management Committee during the season, the Management Committee shall appoint a successor until the next Annual General Meeting; and
- 10.1.10 appoint an officer/s or agent of the Management Committee to have custody of the Club's records, documents and securities.



- 10.1.11 call disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

11 Auditor

- 11.1 The Annual General Meeting shall elect or appoint an Auditor or Auditors.
11.2 The Auditor/s shall examine and audit all books and accounts of the Club annually, and have the power to call for all books, papers, accounts, receipts, etc., of the Club and report thereon to the Annual General Meeting.

12 General Meetings

- 12.1 Annual General Meeting
- 12.1.1 The Annual General Meeting of the Club must be held within four months of the end of the club's financial year.
12.1.2 The Secretary shall give at least fourteen days notice of the date of the Annual General Meeting to members. The Secretary shall keep minutes of the meetings and record proceedings and resolutions.
12.1.3 All financial members may attend the Annual General Meeting and have a right to vote.
12.1.4 The quorum at the Annual General Meeting, shall be a minimum of 25% of members. If, at the end of 30 minutes after the time appointed in the notice of the opening of the Meeting, there is no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.
12.1.5 The agenda of the Annual General Meeting shall be:
- Opening of the Meeting
 - Apologies
 - Confirmation of Minutes of previous Annual General Meeting
 - Presentation of Annual Report
 - Adoption of Annual Report
 - Presentation of Treasurer's Statement
 - Election of New Management Committee and appointment of Auditor
 - Vote of thanks to outgoing Management Committee
 - Determination of Annual Membership Fee
 - Notice/s of Motion
 - Urgent general business
 - Closure.
- 12.1.6 The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.
- 12.2 General Meetings
- 12.2.1 General Meetings may be called by the management Committee or at the request of the President and Secretary or on the written request of 3 members of the Club.
12.2.2 The Secretary shall give at least seven days notice, in writing, of the date of the General Meeting to the members. Notice of General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General Meeting. The Secretary shall keep the minutes of the meetings and record proceedings and resolutions.
12.2.3 The quorum at the General Meeting shall be a minimum of 30% of members.

13 Voting

- 13.1 Voting powers at the Annual General Meeting and General Meetings:
- 13.1.1 the President shall be entitled to a deliberate vote and, in the event of a tied vote, the President shall exercise a casting vote; and
13.1.2 each individual financial member present shall have one vote.
- 13.2 Voting powers at Management Committee Meetings:



- 13.2.1 the President shall be entitled to a deliberate vote and, in the event of a tied vote, the President shall exercise a casting vote; and
- 13.2.2 each individual committee member present shall have one vote.

14 Finance

- 14.1 All funds of the Club shall be deposited into the Club's accounts at such bank or recognised financial institution as the Management Committee may determine.
- 14.2 All accounts due by the Club shall be paid by cheque after having being passed for payment by the Management Committee Meeting and when immediate payment is necessary, account/s shall be paid and the action endorsed at the next Management Committee Meeting.
- 14.3 The Secretary shall not spend more than a set amount Petty Cash without the consent of the Management Committee, and shall keep a record of such expenditure in a Petty Cash Book.
- 14.4 A statement showing the financial position of the Club shall be tabled at each Management Committee Meeting by the Treasurer.
- 14.5 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report shall be attached to such financial report.
- 14.6 The financial year of the Club shall commence on 1st April each year. The accounts, books and all financial records of the Club shall be audited each year.
- 14.7 The signatories to the Club's account/s will be the Treasurer and any one from the following:
 - 14.7.1 President; or
 - 14.7.2 Secretary
- 14.8 All property and income of the Club will apply solely to the promotion of the objects of the Club and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

15 Common Seal

Any common seal of the Club shall be kept in the care of the Secretary. The seal shall not be used or affixed to any deed or document except pursuant to a resolution of the Management Committee and in the presence of at least the President and two members of the Committee, both of whom shall subscribe their names as witnesses.

16 Alterations to the Constitution and By-laws

- 16.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or General Meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen days prior to the Annual General Meeting, or seven days prior to a General Meeting called for such purpose.
- 16.2 The Secretary shall forward such notices of motion to each Management Committee member at least fourteen days prior to the Annual General Meeting or seven days prior to a General Meeting.
- 16.3 Alterations to the By-laws can be made only at Management Committee Meetings provided notice of the proposed alteration/s has been duly notified to Committee Members.
- 16.4 Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent majority (Special Resolution) of those present and entitled to vote at the Annual General Meeting, General Meeting or Management Committee Meeting, as the case may be.



17 Dissolution

- 17.1 Any resolution to dissolve the club may be passed at any General Meeting provided that:
- the terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
 - at least twenty eight days of the proposed resolution shall be given in writing by the secretary to all members, and that
 - such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- 17.2 If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

18 Declaration

The Volunteers Surf Kayak Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chair

SIGNED:

DATE:

NAME:

POSITION: Club Secretary